



Employee's Guide for Injury Reporting





Declining Medical Treatment

- Complete and sign the Declination of Medical Treatment form.



Before Obtaining Medical Treatment

- Read, complete, and sign DWC-1 form.
- Complete and sign Employee's Report of Accident form.
- Take the **yellow forms** in the Medical Provider packet to Initial Treatment Center or your pre-designated doctor for review and completion.



After Initial Doctor Visit

- Provide supervisor with completed Patient Status Report form.
- If you have no work restrictions, you will be returned to your usual job.
- If you have work restrictions that are not compatible with your usual job, your supervisor may assign you to return to temporary transitional work.

continued



After Initial Doctor Visit

- If your doctor indicates you are unable to return to work, you still must provide your supervisor with a completed Patient Status Report form. Please call your supervisor with this information.
- It is your responsibility to keep your department informed of your medical status and current contact information.

continued



After Initial Doctor Visit

- Additional Medical Provider Networks (MPNs) information is available at the County's website at: <http://ceo.lacounty.gov/MPN/default.htm>
- A brief explanation is also provided to you in the enclosed pamphlet. Please keep this information for future reference.



Checklist

- Sign DWC-1
- Complete Employee's Report of Accident
- Review Job Description
- Take Medical Provider Packet to doctor
- Return completed Patient Status Report